

Required for all new dwellings/additions and commercial properties

**Instructions:**

1. **Fill out this form and return it to the Engineering Division. Be sure to include the street address. If the property has not been assigned a street address, please obtain one from the Assessor's Office.**
2. **Ensure that the property is accessible via its proposed access road and that the street address of the lot is clearly displayed and visible from the road. Unmarked or inaccessible properties will not be inspected.**
3. **You will receive a Highway Memorandum from the Highway Department through the Engineering Division with a determination of the flooding potential for your property. The property can fall into one of four categories:**
  - no identified drainage problems;
  - potential for flooding at the Site, and owner must sign a "Hold Harmless" form\* prior to issuance of Building Permit;
  - there is potential for runoff from property onto road and homeowner is required to place drain(s) in their driveway to catch water runoff at the direction of the Highway Department.  
**The drainage shall be inspected and approved by the Highway Department**
  - the property has potential for flooding in the area where the lot meets the shoulder of the road, and the homeowner should be aware of puddling on this property. Homeowner should take corrective measures, as requested by the Highway Department to address the problem. A Certificate of Occupancy will not be issued until such measures are taken and approved by the Highway Department

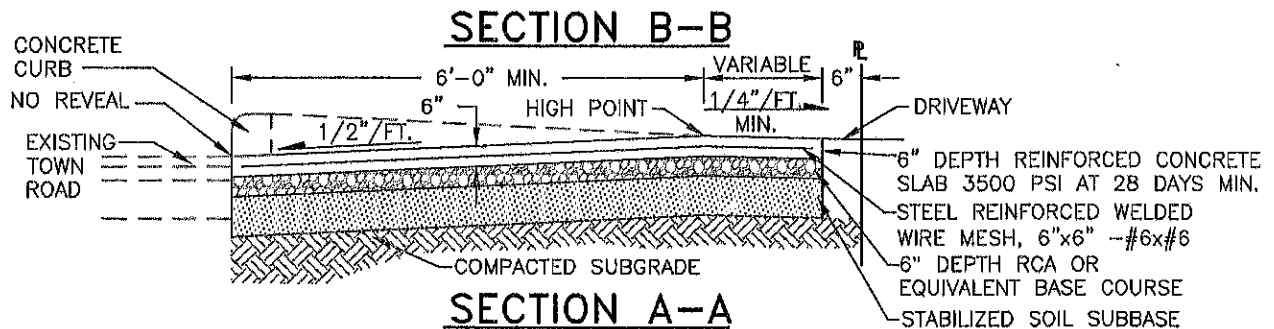
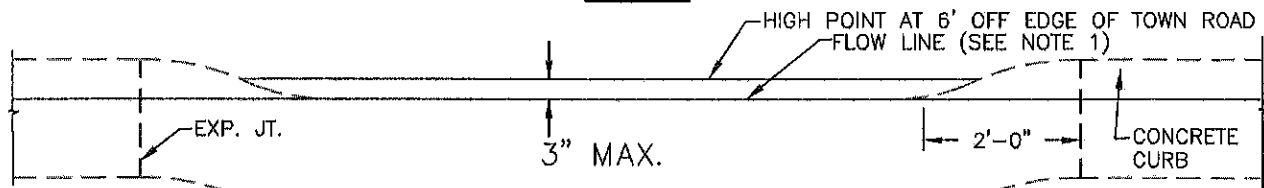
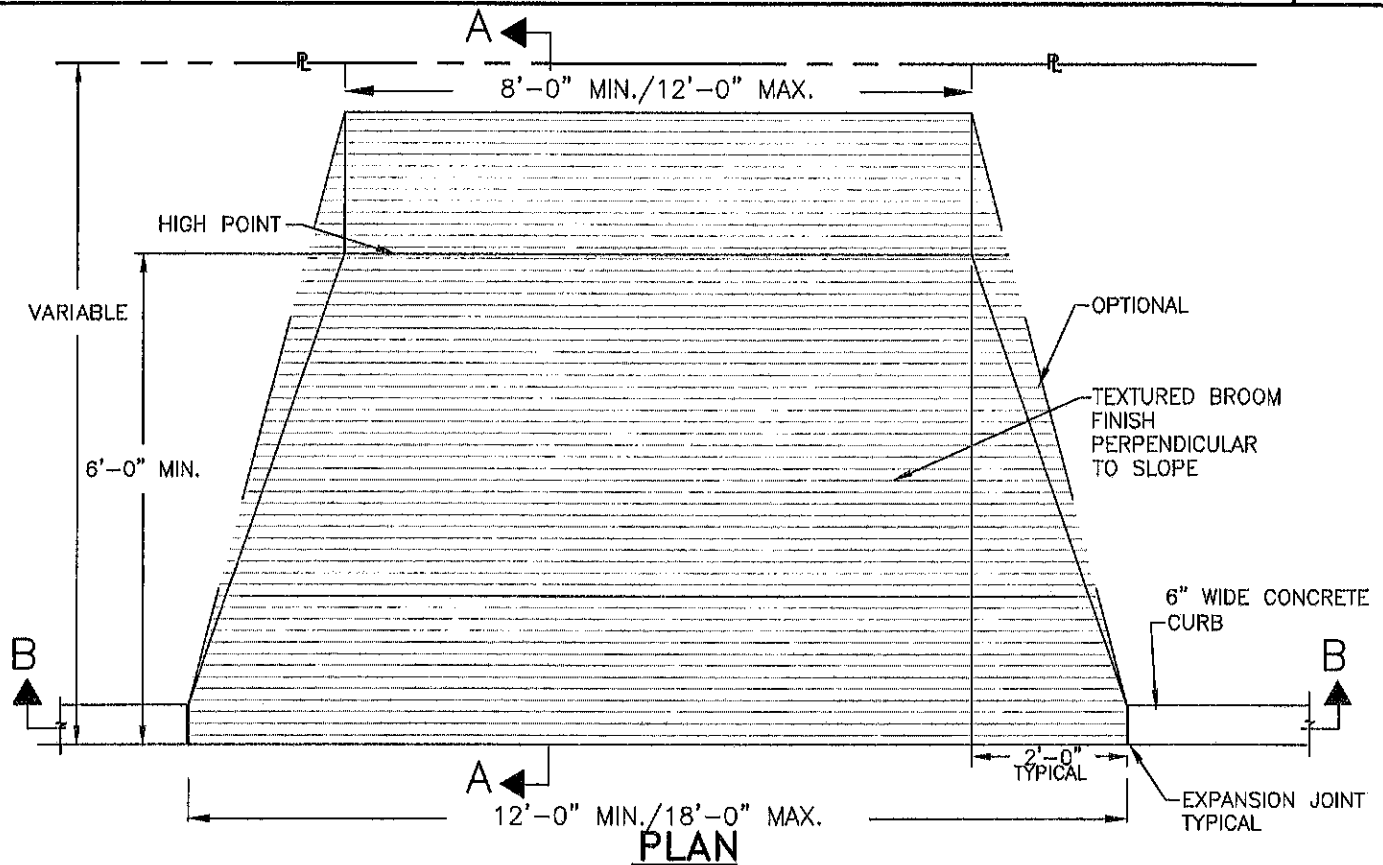
**\*If you are required to complete a "Hold Harmless" form, you will receive the form when you pick up your Highway Memorandum at the Engineering Division's Office.**

The referrals you receive (and the signed, notarized, and recorded "Hold Harmless" documentation, if it applies) should be submitted along with all other required documentation for a building permit application.

**4. Driveway Aprons shall be constructed as per Highway Department Driveway Aprons Standards.**

Driveway aprons in the Town right-of-way that meet the edge of the asphalt or concrete Town roadways shall be constructed as follows:

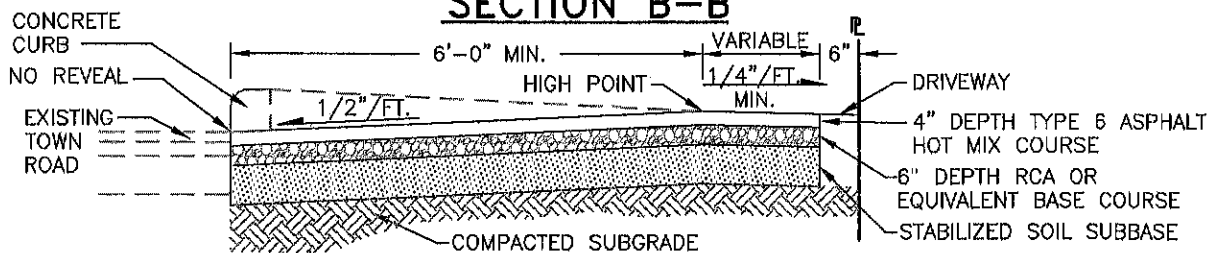
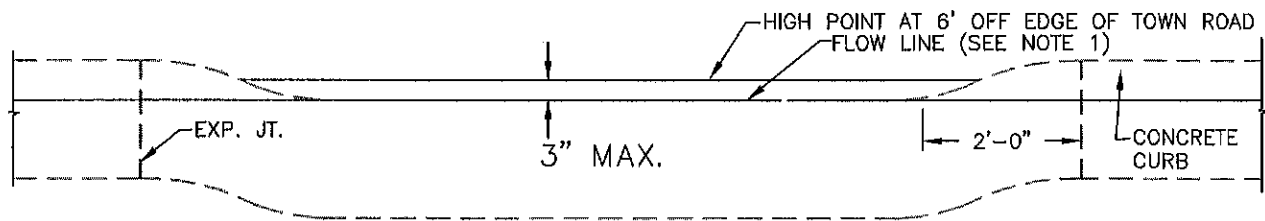
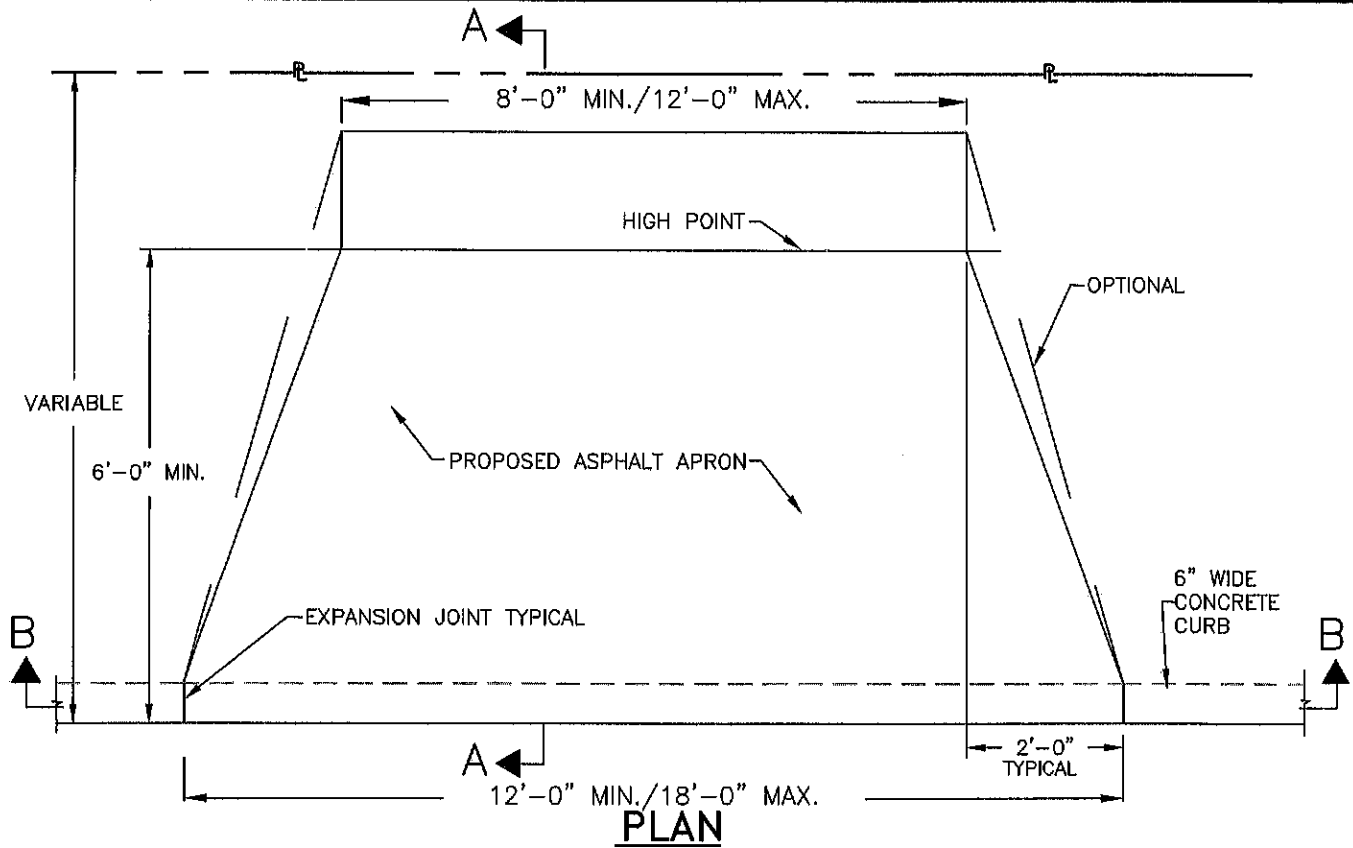
- I. Stabilized soil sub-base
- II. Six inches (6") of RCA or equivalent base material.
- III. Four inches (4") Type 6 asphalt hot mix or six inches (6") of concrete (3500 PSI at 28 days minimum) reinforced with wire mesh 6" x 6".
- IV. The width at the edge of the road to be twelve feet (12') minimum to eighteen feet (18') maximum and to be above the top of the existing pavement by no more than 1½ inch beginning at six (6) feet off the edge of the Town road.
- V. The apron will conform to the profile of the existing gutter line on the Town road to permit storm water to cross in front of the apron and continue downstream on the Town paved gutter line.
- VI. Elevated curb border shall not be installed at the beginning of the apron for a distance of six feet (6') in from the edge of the Town road.
- VII. The profile of the apron shall have a minimum pitch out to the Town road of ½ inch per foot to prevent storm water from entering and the pitch from the high point into the driveway a minimum of ¼ inch per foot.
- VIII. Any grading, planting or installation of bushes or trees in the Town right-of-way shall be reviewed by the Highway Department prior to execution.
- IX. Asphalt and concrete are the only conforming materials and any type of ornamental or cobblestone driveway is non-conforming.



**NOTES:**

1. THE APRON WILL CONFORM TO THE PROFILE OF THE EXISTING GUTTER LINE ON THE TOWN ROAD TO PERMIT STORM WATER TO CROSS IN FRONT OF THE APRON AND CONTINUE DOWNSTREAM ON THE TOWN PAVED GUTTER LINE.
2. ELEVATED CURB BORDER SHALL NOT BE INSTALLED AT THE BEGINNING OF THE APRON FOR A DISTANCE OF SIX FEET (6') IN FROM THE EDGE OF THE TOWN ROAD.
3. ANY GRADING, PLANTING OR INSTALLATION OF BUSHES OR TREES IN THE TOWN RIGHT-OF-WAY SHALL BE REVIEWED BY THE HIGHWAY DEPARTMENT PRIOR TO EXECUTION.
4. ASPHALT AND CONCRETE ARE THE ONLY CONFORMING MATERIALS AND ANY TYPE OF ORNAMENTAL OR COBBLESTONE DRIVEWAY IS NON-CONFORMING.

**RESIDENTIAL CONCRETE APRON**  
 (NOT TO SCALE)



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